



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

8 AUG 2000

MEMORANDUM FOR DISTRIBUTION

SUBJECT: ORGANIZATIONAL INVENTORY OF PORTABLE COMPUTING DEVICES

REF: (a) Deputy Secretary of Defense Memorandum, "Use and Protection of Portable Computing Devices", dated 14 July 2000

In accordance with direction from the Deputy Secretary of Defense contained in reference (a), organizations are to conduct a review of policy and procedures for the protection and accounting for portable computing devices, particularly those used to process or store classified information, and are to inventory all personal computing devices used to process or store classified information.

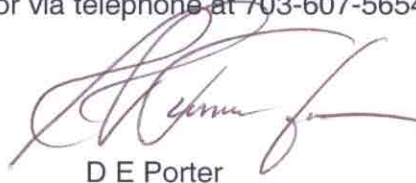
Specifically, by 13 October 2000, you are to supplement and/or update the information contained in your organizational inventory to include:

- Identification of each portable computing device (e.g., laptop, notebook, personal digital assistant) used to process or store classified information, and
- Identification of the individual to whom the portable computing device has been assigned.

Additionally, you are to review your internal policies and procedures for protecting and accounting for portable computing devices, particularly those used in the processing and storing of classified information. In this review, you should pay particular attention to policies and procedures that ensure:

- Proper handling of classified removable media (e.g., diskettes, memory cartridges, recordable optical disks, and removable hard drives).
- No privately owned portable computing devices are used to process or store classified information.
- Proper procedures are used for moving information between classified and unclassified systems.
- Minimize risk of unauthorized viewing of classified information on screens of portable computing devices by orienting the screens out of the line of sight of others.
- Mark all portable-computing devices used in the processing or storing of classified information so that holders and users are fully aware of the presence of classified information needing protection.
- Prior to reassignment, the device shall be cleared of all remaining data and subsequently inspected to ensure that all information has been completely removed.

Upon completion of the organizational inventory, please notify my Action Officer, Mr. Bob Green, via email at bob.green@hq.navy.mil, or via telephone at 703-607-5654.



D E Porter

Distribution: All Navy and Marine Corps BOR member organizations
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